

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100110030-2

REPORTS INVENTORY					CONTROL NO. DDS/OF-098	
PREPARE IN DUPLICATE						
1. TITLE OF REPORT (if a fill-in report include Form No.) <div style="text-align: center;">Congressional Budget</div>					2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA	PERSONNEL		TRAINING		ADMIN. GENERAL	
	LOGISTICS		SECURITY		OTHER (specify)	
	MEDICAL		<input checked="" type="checkbox"/> FINANCE			
4. NO. OF COPIES PREPARED <div style="text-align: center;">10</div>		5. FREQUENCY (weekly, monthly, quarterly, etc.) <div style="text-align: center;">Annually</div>			6. DISTRIBUTION (No. of components not number of copies) <div style="text-align: center;">3</div>	
7. FORMAT (memorandum, form computer print-out, etc) <div style="text-align: center;">Form</div>		8. ADP PROCESSING YES <input type="checkbox"/> IF YES GIVE ADP PROCESSING NO. NO <input checked="" type="checkbox"/>			9. DIRECTIVE AUTHORITY REQUIRING REPORT <div style="text-align: center;">PPB</div>	
10. PREPARING COMPONENT (include lowest level contributing information to report) <div style="text-align: center;">OF/SS</div>				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)		
12. COST FACTORS						
A. MANUAL PREPARATION AND REVIEW COSTS						
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X TIMES PREPARED = COST PER YEAR
GS-05	\$3.36		8		\$26.88	1 \$ 26.88
GS-10	5.75		16		92.00	1 92.00
GS-13	9.94		8		79.52	1 79.52
GS-15	12.84		1		12.84	1 12.84
GS-18	17.07		1		17.07	1 17.07
			34		201.43	\$201.43
B. COSTS OF COMPUTER PRODUCED REPORTS						
TOTAL COSTS PER YEAR						\$ 201.43
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. Agency Requirement: Revision of office estimates to reflect reductions made by Congress in Agency budgets						
14. FUTURE GOALS						
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input type="checkbox"/> RETAIN AS IS <input checked="" type="checkbox"/> OTHER (explain) to be determined by PPB <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						ESTIMATED SAVINGS MAN-HOURS DOLLARS
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION <div style="text-align: center;">Approved For Release 2006/11/13 : CIA-RDP75-00399R000100110030-2</div>				18. EXTENSION